

Date: 9/26/97

COLLECTION HISTORY FILE

(datalib.colhist)

There is a collection history file for each survey. There is a record for each collection action that occurs for an ID along with the associated stat period. StEPS has assigned collection codes to represent the collection actions that can occur for the ID. For example, initial form mail-out, form follow-up, batch update via Key Entry III. The file is called COLHIST and is located in the directory from the VSTATPS data set for DATADIR using the LIBNAME of DATALIB.

Records would be written to the Collection History File as follows:

1. A collection action takes place on a respondent. Examples of actions are: a form is mailed, a UAA is received, a letter is received, an extension date is given to the respondent, a form has been keyed and now the StEPS data files are being updated via Batch Update, etc. The possible collection codes and corresponding descriptions can be found in CENTRAL.COLCDE.
2. Add a new record to the collection history file for this new action.

The Collection History File would be available to the analysts to review the different actions and respective dates that have occurred for a given ID. The analyst would access the file by selecting an option from the control file review and correction screen. In this case the file would be read only.

The Collection History File will also be accessible to view through the Collection Activities menu and will be read only.

	Field Name	Description	Possible Entries	Possible format
	SURVEY	Survey Identifier A field that identifies the survey. SURVEY will be mapped into a 3-digit code to be used in the barcode.	ATS	6 alphanumeric characters

	Field Name	Description	Possible Entries	Possible format
	STATP	<p>Statistical Period Denotes the survey period.</p>	<p>For monthlies: 199501 = January 1995 199512 = December 1995</p> <p>For quarterlies: 1995Q1 = Quarter 1 1995 1995Q3 = Quarter 3 1995</p> <p>For biennial: 1995N1 = 1995</p> <p>For annuals: 1995A1 = 1995</p> <p>For annual supplements: 1995S1 = 1995</p> <p>For biannuals: 1995B1 = Half 1 1995 1995B2 = Half 2 1995</p> <p>For triannuals: 1995T1 = 1995</p> <p>For quinquennials: 1995U1 = 1995</p>	<p>6 alphanumeric characters</p> <p>YYYYMM for monthlies</p> <p>YYYYfp where f=frequency and p=period for quarterlies, annuals, etc.</p>
	ID	<p>Respondent ID Number A unique alphabetic or numeric character string used to denote a specific case in a survey.</p> <p>For surveys using the laser sorter check-in system, the first 11 characters represent a reporting unit. These 11 characters are left-justified, zero filled. The last 5 characters are blank for the 'parents' (actual ID used on barcode). Any 'children' (eg. kb splits or plants reported on company forms) are represented with characters 12-16.</p> <p>See StEPS Planning/decision document #4 for further explanation.</p>	<p>SSEL Model ID: alpha (1-6)+ plant or some type of subalpha grouping (7-10)+'0'+ ' 'Or child (12-16)</p> <p>Services alpha ID: '000'+ alpha (4-9)+ part code (10-11)+ ' 'Or child (12-16)</p> <p>Services ei ID: ei (1-9)+ part code (10-11)+ ' 'Or child (12-16)</p> <p>16 character sequence number</p>	<p>16 alphanumeric characters</p>

	Field Name	Description	Possible Entries	Possible format
	COLCDE	Collection Code The collection codes track contact and control activity (e.g., mailout information, followup activity, etc.) The collection codes are 3-digit alphanumeric codes. The first digit is the primary code and represents a specific processing category. The second and third digits are the secondary code that identify actions for selected situations.		3 alphanumeric characters
	COLDTE	Collection Action Date The year, month and day indicating when the collection action took place for a respondent. Note: StEPS will use SAS dates for all dates in the system.	951231	numeric date (native SAS format) YYMMDD6.
	USRNME	User Name The name of the user who last corrected (interactively) any variable for this record.	SMITH001	8 alphanumeric characters
	PRGNME	Program Name The name of the routine or program that last updated this record.	Valid program name	17 alphanumeric characters
	PRGDTM	Program Date Time Stamp The date that a routine or program last updated this record.	12SEP97:03:19:49	numeric datetime (native SAS format) DATETIME18.